Pupil Enrollment Report (DOE-PE)   **Version 07.24.06**

The purpose of this data collection is to gather student enrollment information as of October 1 of the current school year. Data required will be used for publishing the *October 1 Pupil Enrollment Count* and due no later than **October 31, 2006**. This pupil count will be used for disbursement of state grants and Adequate Yearly Performance (AYP).

Audience
This is a required collection for public schools, accredited nonpublic schools, charter schools, and freeway schools.

Instructions
Reporting a Student for Pupil Enrollment Collection:
1. This data was previously collected on the DOE-PS (Programs and Services). Before **October 31, 2006**, report data for each student enrolled in your school(s) on **October 1, 2006**. October 1, 2006 falls on Sunday the <u>count will be taken on **October 2, 2006.**</u>
2. Adult students attending Adult Education Programs and being reported to Adult Education should not be reported as enrolled.
3. Only 1 school can report a student in enrollment on October 1. Do <u>not</u> report students that <u>are not being educated</u> by your school, the student that transfers out of your corporation will be reported as enrolled by the educating corporation and by your corporation on the Membership Report (DOE-ME) reported in September. Students enrolled in a nonpublic school and a public school will be reported by the nonpublic school on the DOE-PE and reported by your corporation on the DOE-ME.
4. Report data for the student that is enrolled and expected to be receiving services from your school that offers pre-kindergarten classes. The state assigned school id should be used for field #1 for these students.
5. If two or more schools report the same student as enrolled a conflict will occur and <u>must be resolved</u> before the end of the collection period. This information can be found in the Conflict Resolution in the Message Center in the Application Center.

A **trial** data file submission period will be available **September 18** through September 29, 2006. This optional period will provide the opportunity to verify transmission and validity of the data file **prior to** the actual collection cycle. All data submitted during this optional period will be **deleted** at the end of the day on September 29, 2006.

The required **collection period** will begin on **October 2, 2006** and last until October 31, 2006, which is the final date for submission. During this time you are required to submit the file to the Department of Education in the Application Center, check the processing results for errors, and check the reports in the message center for accuracy. If there are any errors or inaccuracies you may correct your data file and transmit the file again until the end of the day on October 31, 2006.

Pupil Enrollment (PE) Report Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1 A	**School Number**	4	State Assigned School ID **Allowable values are:** Valid School number **Required Field**: YES	School building where the student is located
2 B	**Student Test Number (STN)**	9	Official Student Test Number (STN) assigned to student **Required Field**: YES	STN number must already exist in the STN Lookup
3	**Grade Level**	2	Allowable Codes Are: PW= Pre-School Ages 0-2 PK = Pre-Kindergarten Ages 3-5 KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult	Pre-Kindergarten students should only be reported once they are confirmed to be attending. Do not report students during pre-registration. Pre-Kindergarten students, age 5, are students who are not eligible for Kindergarten because their birth date falls after the official enrollment date for Kindergarten. PW – students who are provided Special Education services or Title I services from birth through Age 2. 13 =Grade 12+/Adult: These may be students who received Certificates of Achievement or Course Completion and who have returned for further education and to

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
C			**Required Field**: YES	possibly earn a regular or other diploma.
4 D	**Socio-economic Status (SES)**	1	Is the student approved for free or reduced lunch? **Allowable Codes Are**: 1 = Student approved for free Meals/milk 2 = Student approved for Reduced price meals 3 = Student not approved for free or reduced meals/milk **Required Field: Yes**	
5 E	**Language Minority Status** Also referred to as Limited English Proficient (LEP, ESL, or ELL)	1	Which proficiency code best describes the language minority student? **Allowable Codes Are:** 1 = Fluent English Proficient (FEP) 2 = Limited English Proficient (LEP) Blank = Not a language minority student **Required Field: YES**	FEP: A language minority student is considered to be FEP if the student's English language abilities are "near native" or "native-like", as determined by English language proficiency instrument, and if the student's academic performance in English is at grade level. English Language Proficiency Level 5 allowed for FEP students. See DOE-LM for reference. LEP: A language minority student is considered to be LEP if the student's English abilities are limited (or non-existent), as determined by an English language proficiency instrument, and if the student's academic performance in English is not at grade level. English Language Proficiency Levels 1 through 4 is allowed for LEP students. Only LEP students generate funds. See DOE-LM for reference.
6 F	**Retained**	1	Was the student retained in the same grade as last year? **Allowable Codes Are:** Y = Yes N = No **Required Field: YES**	Y = The student was enrolled in this reporting school on Oct 1 and the student was retained in the same grade as the previous year. N = No, not applicable

References
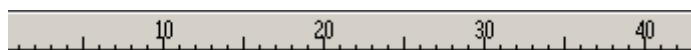
Language Minority Data Layout (DOE-LM)

Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

```
0001,000102001,02,1,,N
0001,000102999,02,2,1,Y
```

Positional Format

```
          10        20        30        40
.....|....|....|....|....|....|....|....|....|....
0001000102001021 N
00010001029990221Y
```

E(x)tensible Markup Language (XML) Format

```
<XIF_PEData>
        <Corporation Id="">
                <School Id="">
                        <Student STN="">
                                <SchoolUse Grade="" Retained="" />
                                <Demographics SES="" LEP="" />
                        </Student>
                </School >
        </Corporation>
</XIF_PEData>
```

Common Scenarios

The following section contains several likely scenarios of student enrollment and a description of how they would be reported.

Scenario #1: Services Student
Scenario: School #1 is providing services to a student that is funded by school #2.

Reporting Result: PE is a school building level count independent of the pupil's resident corporation, so this student would be included in the PE count for school #1 (services school), but not included in the PE count for school #2 (funding school).

Scenario #2: Student Enrolls after October
Scenario: Student enrolls in a school after October 1.

Reporting Result: PE is a count on October 1, so this student should not be included in the PE count for this school.

Scenario #3: Student Enrolled in Vocational School
Scenario: A pupil is enrolled in both an area vocational school and a regular high school.

Reporting Result: The pupil should be counted in the school from which the diploma will be received.

Scenario #4: Student Enrolled in Multiple Schools
Scenario: A pupil educated in two or more schools.

Reporting Result: Pupils educated in two or more schools should be counted by one school only. It is up to the schools to decide which school will report the pupil. If two or more schools report the same pupil then the pupil will be excluded from the enrollment count of all schools until the pupil is reported by a single school.

Change History

Version	Change History
07.24.06	Language Minority Status, field 5 definitions changed per posting of the DOE-LM layout. Reference section added.
06.29.06	PW added to grade levels. XML added.
05.30.06	DOE-PS no longer required. Enrollment becomes a separate collection. Enrolled and Retained removed from the DOE-PS. Additional fields for the 06-07 School Year.